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"Putting Knowledge to Work"



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SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 28, No. 10

December, 1937

Important Books of the Year

Fourth Annual Symposium by Correspondence

A librarian from an industrial relations library writes

OUR criterion for interest and popularity of new books in the labor relations field is principally their pertinancy to current questions and requests which we receive. The books of particular value to us, in our own research and for inclusion in selected lists of references, fall into four very broad groups. The first is the broad historical and theoretical discussion of labor problems. No particularly outstanding books of this type have been published in 1937. The one most nearly approaching this type is Herman Feldman's *Problems in Labor Relations*, and it is principally of interest as a casebook for use in graduate or undergraduate courses. However its presentation of specific cases is provocative reading for anyone wishing to "get into" actual labor situations.

The second grouping includes studies of management approach to personnel administration and employee relations. Two books belonging here deal helpfully with the important problem of determining the fair wage for the individual worker (as distinct from changes in the general wage rate). They are *Compensating Industrial Effort*, by Z. Clark Dickinson, and *Salaries, Wages and Labor Relations*, by J. O. Hopwood. The former is an exhaustive study of wage incentives, considering the effects of economic factors, personnel and general management and employee attitudes upon the indi-

vidual's wage-earning capacity. Hopwood's book is a compact summary of much that had appeared earlier in periodicals or pamphlets and now gives to the industrial executive a practical manual in establishing a definite system of wage administration and job evaluation. The changing concept of the purpose of industrial training is brought out in the revised edition of James H. Greene's *Organized Training in Business*. While it presents the factual, technical material important in any study of a training program, it also recognizes the broader phase of training as an essential function of management, even in such non-mechanical developments as collective bargaining.

In any period as engrossed in labor dissatisfaction and turmoil as the present, there are bound to be many books explaining "why." Thus the third general grouping in which we are interested, including those books describing the development of the labor movement broadly or within certain particular forms of organization, is well represented in 1937. One such book which gives a panoramic view of the American worker's continuous efforts to improve his status is Malcolm Keir's *Labor's Search for More*. New and old factual material is mustered to describe this upward surge and the economic and political pressures which deter or help the irregular progress. In contrast to Keir's impersonal study of trends is Robert Brook's *When Labor Organizes*. It is a realistic picture of recent

major engagements between labor, trying to gain its objectives, and employers trying to withhold or to give something other than what the group demands. Out of this hectic picture of struggles, the author tries to draw some implications for the future. One concluding question is, "May not the labor movement be recognized as an effort to reassert the forms and practices of democracy in an industrialized society?"

Of books dealing with labor relations in particular industries, two stand out — *Industrial Relations in Urban Transportation*, by Emerson P. Schmidt, and *Economics of the Iron and Steel Industry*, by Carroll R. Daugherty and others. The former is a concise description of management problems in an important public utility and of a comparatively peaceful working relationship between one union and many employers over a long period of time. The second volume of the steel report not only describes past and present labor struggles but points out possible solutions of the conflict. These suggestions aroused a storm of comment which is not yet exhausted.

Any list of important books of the year in this field must include two which treat the labor problem as an integral part of a community's political and economic development. They are *American City*, by Charles R. Walker, and *Middletown in Transition*, by Robert S. and Helen M. Lynd. *American City* is Minneapolis. The present explosive labor and political conflicts form the dramatic action with the empire-building era as stage setting. *Middletown in Transition* is less specifically concerned with labor, but industry and the employed and unemployed workers are vital parts of the changing scene in *Middletown*. Both of these books are fascinating reading and both are valuable aids to an increasing realization of the strained but essential homogeneity of employer and worker who together form

the basis of political, economic and social life in any community.

Within the last broad grouping are the many writings dealing with the impact of government upon labor. This includes not only wages, hours and collective bargaining, but also social security. The most valuable material appearing during the year on these subjects is in the form of magazine articles, pamphlets and government reports, rather than books. Anyone interested in governmental action on hours and wages will find the Joint Hearings on the Fair Labor Standards Act (June, 1937) invaluable. In the collective bargaining field, the *Decisions* (Volume I, December 7, 1935, to July 1, 1936) and *First Annual Report* of the National Labor Relations Board are important documents showing both the labor problems involved and governmental influence on trends. Because the bound volume of decisions published by the Board lags so far behind current decisions, a recently inaugurated service, *Labor Relations Reports*, published by the Bureau of National Affairs, Inc., Washington, is most helpful. It is concerned principally with Labor Board cases, but also includes news on trade union developments and a few special studies, such as provisions in recent trade agreements.

A number of good books and many important articles and documents have appeared on social security. Two books are of outstanding value. *Social Security in America* (published by the Social Security Board) is described by its subtitle, "The factual background of the Social Security Act as summarized from staff reports to the Committee on Economic Security." The other, *The Social Security Act in Operation*, is written by two technical advisers to the Social Security Board, Birchard E. Wyatt and William H. Wyatt, with the collaboration of the Chief of Training, W. L. Schurz. It is intended primarily as a working

handbook for employers, but is a convenient reference manual for anyone interested in the Act.

In compiling any list of "most important" books, many good ones are excluded. But the reader with limited time and the library with limited budget realistically demand a short list. The books included here seem to represent a minimum collection of the publications of the year in the labor relations and social insurance fields.—*Helen Baker, Industrial Relations Section, Princeton University.*

The librarian of a paper company writes

The most used book in our library is the new third edition of the *Manufacture of Pulp and Paper, Volume III*. This volume deals with the preparation of pulpwood, the manufacture of pulps, and the testing of pulps. The previous edition was published in 1927 and since then much progress has been made in the manufacture of pulps. This is the only book bringing the subject up-to-date. Volumes IV and V of this set are being revised and should be as useful as Volume III.

Published in Holland, the book, *Dictionary of Paper and Paper-making Terms*, by Labarre, should become indispensable not only to paper chemists and papermakers, but also to translators, dealers and others interested in the field. The term is given in English followed by the definition and description, then the equivalent given in French, German, Dutch and Italian. A good history of paper making is also included. *Bleiche des Zoellstffe*, by Erich Opfermann and Ernst Hochberger is an excellent complete book on the subject of bleaching. *Bibliography of Paper making, 1928-1935*, compiled by Dr. C. J. West is indispensable to our library.

Among others which have been of

interest and use are the following books: *Organic Chemistry*, by F. C. Whitmore; new edition of *Colloid Chemistry*, by Jerome Alexander; *Electrical Measurements*, by H. L. Curtis; *Elektrische Messungen*, by Werner Skirl which is remarkably well illustrated; *Engineering Alloys*, by Woldman and Dornblatt; fourth edition, volume 1 of Thorpe's *Dictionary of Applied Chemistry*, which brings references and material up-to-date.—*Alvina L. Ahl, Kimberly-Clark Corporation.*

A business branch librarian writes

When I am asked for a list of our most important and interesting books of the year, I hardly know where to begin, for surely the business branch of a public library has a varied and wide field to cover.

The first book I would list as a real find is the *Mines Register*, a continuation of the *Mines Handbook*. It contains descriptions of more than 4,000 active mining companies and references to more than 15,000 inactive ones. Among its new features are a statistical section, security prices, a directory of consulting and mining engineers, managers, superintendents and purchasing agents, as well as descriptions of some of the leading non-ferrous metal mining companies of the world.

In the third annual number of *Advertising and Publishing Production Yearbook* is an excellent list of type faces, probably the most complete compilation to be found anywhere.

The fifth volume of *Marvyn Scudder Manual of Extinct or Obsolete Companies*, now published by Robert D. Fisher, was a welcome addition to our collection.

Prentice-Hall has issued the first volume of a four-volume *Encyclopedia of Corporate Forms*, a comprehensive, reliable and up-to-date collection of annotated business forms, which will cover the entire field of corporate practice.

We have only just received *Real Estate Analyst*, the real estate service issued by Mr. Roy Wenzlick, but it appears to contain excellent material.

The second edition of McMichael's *Appraising Manual* contains a vast fund of miscellaneous information on land measurements, prices and values, rentals, interest tables, etc.

The fifth edition of Taintor and Monro's *Secretary's Handbook* competes with Hutchinson's *Standard Handbook for Secretaries* in answering the inquiring secretary's demands. It has probably a more conservative attitude about matters of punctuation, etc., than the latter.

The *American Book of Days* by G. W. Douglas is a compendium of information about American holidays and anniversaries.

The first major attempt to show the kinds of new inventions which may affect living and working conditions in the next quarter century, the problems resulting, and the lines of national policy of necessary adjustment is found in *Technological Trends and National Policy* issued by the National Resources Committee.

One of the most readable books of the year is Carl Crow's *Four Hundred Million Customers*, an account of the author's experience as an advertising agent in China.

The National Industrial Conference Board has published *Cost of Government in the United States, 1934-1936*; *Economic Development of Germany under National Socialism*; and *Income Received in the Various States, 1929-1935*.

A monumental work is *The Economics of the Iron and Steel Industry* in two volumes by C. R. Daugherty and others. This sets forth in detail the economic conditions surrounding the production and distribution of iron and steel under the Code of Fair Competition.

Two books on the popular subject of

coöperation have been of value: Jacob Baker's *Coöperative Enterprise and American Coöperation*. Mr. Baker, as head of the Inquiry on Coöperative Enterprise, came into contact with every phase of the subject in Europe. The American Institute of Coöperation in its annual collection represents the current trend of coöperative thought and action.

An impressive book is R. S. and H. M. Lynd's *Middletown in Transition*, a sociological portrait of Muncie, Indiana, which the same authors surveyed a few years ago in Middletown.

Zorn and Feldman's *Business under the New Price Laws*, is necessary for an understanding of the problems raised by the Robinson-Patman act and the price maintenance laws.

A few titles which have been popular are the following: Berle's *Inventions and Their Management*; Einzig's *World Finance*; Graham's *Interpretation of Financial Statements*; Hogben's *Mathematics for the Million*; Ivey's *Successful Salesmanship and Salesmanship Applied*; Kahm's *Start Your Own Business*; Laird's *Psychology of Selecting Employees*; Lawrence's *Cost Accounting*; McDonald's *Office Management*; Montgomery's *Federal Income Tax Handbook, 1936-1937*; Owen's *Controlling Your Personal Finances*; Shultz and Caine's *Financial Development of the United States*; Warshow's *Understanding the New Stock Market*. — Adra M. Fay, *Business & Municipal Branch, Minneapolis*.

A librarian for a petroleum corporation writes

There have been many useful books published this year and I will merely list a few of those which we have found very valuable additions to our library. *Absorption and Extraction*, by Thomas K. Sherwood; *The Retardation of Chemical Reactions*, by K. C. Bailye; *Polymerization*, by Burk, Thompson, Weith, Wil-

liams; *Organic Chemistry*, by F. C. Whitmore.

We were also glad to have a new edition of *Hackh's Chemical Dictionary*, which is one of our most frequently used reference books. — *Thelma Hoffman, Shell Development Company.*

A music librarian writes

It took me almost no time to decide which books to "enter" in this symposium; but as I began to write about them I discovered they are all 1936 publications. It speaks well for their vitality that I still think of them as recent.

In a review of books by librarians it is a pleasure to include a publication by other members of the profession. Certainly from my point of view one of the most useful reference tools of the last couple of years is *An Index to Folk Dances and Singing Games* compiled by my colleagues on the staff of the Music department of the Minneapolis Public Library and published by the A. L. A. The scope of the book includes classic dances, tap and clog and some of the early square and contra dances. Something over a hundred titles have been indexed and the book's service to a busy music librarian is invaluable. Librarians in other fields can hardly realize the amount of reference work to be done these days on the subject of the dance. The arrangement of the book permits libraries to include their own indexing of new collections and the key to symbols gives plenty of space to add the classification number.

One of the most exciting books to me is one whose fundamental importance was consistently played down by the majority of professional book reviewers. I refer to *Why Keep Them Alive?* by Paul De Kruif. This book is of general and individual significance to every librarian, exactly as is the startling statement appearing in a recent issue of a national

picture weekly that America has the worst slums in the world. Essentially *Why Keep Them Alive* is a simple book, its one thesis and one conclusion being that children need not be ill, need not die of diphtheria, tuberculosis, rheumatic heart disease; that it is only poverty with its tragic consequences of undernourishment and lack of sunshine that is responsible for the fact that they do die. Unless, of course, they are "Quints." His last chapter, "Children Can Live," tells the dramatic story of the successful battle for the lives of these dreadfully handicapped, ill born children. Before that chapter you will have read of one district's fight on tuberculosis, a despairing fight because the devoted men and women making it, find out that it's plain dollars and cents that defeats them. Then the author says to ignore (if you can) the heartaches and body aches of the little victims and put the matter on a business basis. "In short," he says, "it would cost per year not more than one-hundred-and-seventy-fifth the price of one death-dealing modern battleship, to save all these lives, . . . in short, it would within ten years, effect a saving of more than one million dollars per year of the tax-payers' money." But even these bald, unemotional facts don't save the babies with the penny wise, pound foolish city officials. To read the book is to share his indignation.

Popular in the library throughout 1937 has been Irving Kolodin's *The Metropolitan Opera, 1883-1935*. To the ordinary reader it is an exciting and vivid chronicle of who, what and when in the history of this famous house. As a book of facts it is particularly useful because of the detailed lists of casts; in spite of occasional errors these are extremely serviceable. To the music student or observer it is also an absorbing, but discouraging account of the state of opera in America. "Built for the Boxes" was the heading of one writ-

er's review of the book and "managed for the boxes" might be the general, if unoriginal commentary of the whole history of the institution. In spite of great music, varied repertoire and brilliant casts, the Metropolitan is still far from being the home of opera for the people. In late years the heirs of the scions of wealth for whom the place was built (in rivalry to the old Academy of Music with too few boxes) have been compelled to appeal to the general public to save for them their inherited financial interests. Opera being the expensive business it is (even at its worst!) one feels after reading this social, artistic and economic history of the Metropolitan that the only way to share fine opera with everybody and to create new operatic forms springing from the heart of the people is through generous government support. With a steady income from the government we could hear great opera and yet know it was operating on a sound, democratic basis. — *Jessica M. Fredricks, Music Department, San Francisco Public Library.*

The librarian of a technology library writes

A copy of the Pennsylvania Railroad Company's illustrated *History of the Floods of March, 1936 and January, 1937* came to my desk as I was preparing the final draft of this list of important books. The photographs of actual flood scenes are very interesting. Incidentally, in the light of the January flood of the Ohio River, there has been submitted to the Congressional Committee on Flood Control, *A Comprehensive Flood-Control Plan for Ohio and Lower Mississippi Rivers*. This is listed as Committee Document No. 1, 75th Congress, 1st Session.

As a result of floods, drouths, and dust storms, river regulation is becoming of more and more concern to this country.

For this reason, even though it appeared in 1936, I am citing as important the English translation of Otto Franzius, *Der Verkerswasserbau* (Waterway Engineering).

In connection with river control, the *Engineering News-Record* published in 1936 a series of articles on Mosquito Control Engineering. The articles, written by authorities in the field, were so well received that they were issued in 1937 by McGraw-Hill as a booklet entitled, *Mosquito Control Engineering*. While it is true that mosquito control must be given special consideration in southern climates, it is a real engineering problem wherever drainage work and water storage is carried on. As the booklet points out, the malaria problem is no less real in New Jersey than in the South.

Of inestimable value to special librarians are the publications of the Federal government. One of the most interesting of these is the Federal Writers' Project's first publication, *Washington, City and Capital*, a beautifully illustrated volume. This is only one volume of a series of *American Guides* which will be compiled.

The National Resources Committee continues to issue useful documents. Particularly noteworthy is the report, *Technological Trends and National Policy*. The letter of transmittal explains that this document is an attempt "to show the kinds of new inventions which may affect living and working conditions in America in the next 10 to 25 years." The report also considers the problems which might result from these inventions and emphasizes the need for national efforts to make possible all necessary readjustments. Two other considerable reports of the Committee are *Drainage Basin Problems and Programs*, and *Our Cities*.

The President's Committee on Administrative Management made its report on Government Reorganization

early in the year. To accompany this report there have been issued several studies on administrative management in the Federal government.

The National Industrial Conference Board can be counted on for three or four good studies each year. For 1937, they have published Kimmel's, *Cost of Government in the United States 1934-1936*; Slaughter's *Income Received in the Various States, 1929-1935*; and Brower's *Personnel Practices Governing Factory and Office Administration*.

In the field of social science, the Lynds came through with their supplementary study, *Middletown in Transition*, a study in cultural conflicts, thereby making Muncie, Indiana, front page news. Another supplementary volume came from the North Carolina University Press. It was the *Manual* to Odum's valuable reference book, *Southern Regions*.

Every year new editions of standard engineering and scientific handbooks appear. These are too numerous to be included in this list. The following engineering books, however, have been found to be very useful: Dodge, *Fluid Mechanics*; Curtis, *Electrical Measurements*; O'Brien and Hickox, *Applied Fluid Mechanics*; Hogentogler, *Engineering Properties of Soil*; Bonbright, *Valuation of Property*; and the *Lightning Reference Book* of the American Institute of Electrical Engineers.

In addition to the foregoing books, several miscellaneous titles are finding much use, such as: Bengé, *Office Economies*; Telford, *Classification Manual*; Mosher and Kingsley, *Public Personnel Administration*; University of Chicago, *Manual of Style*; Knoeppel, *Managing for Profit*; Meriam, *Public Service and Special Training*. The Soil Science Society of America in issuing the proceedings of its first meeting has begun a series of outstanding importance in its field.

It has been several years since the

Who's Who in Engineering was last revised. Consequently, the appearance of the 1937 edition was a welcome companion to this year's directories and Who's Whos. The new edition is the fourth and contains 12,000 names. — Harry C. Bauer, *Tennessee Valley Authority*.

A municipal reference librarian writes

In the City Hall office of the Cincinnati Municipal Reference Bureau, the greater part of our most used material is in pre-book form, including special studies, research reports, conference proceedings, and magazine articles. Therefore, since in any given year we buy and use such a comparatively limited number of books, it is difficult to present in terms of book titles a picture of the most used literature in our field. It may, perhaps, suffice to indicate some of the problems with which our "customers" have been especially concerned this year, and some of the materials which they have been reading. Such an outline can only be suggestive, not inclusive.

First, mention should be made of a few of the general, standard, annual reference works and reports which constitute the foundations of a Bureau such as ours: the *World Almanac*, the American City's *Municipal Index*, the *Yearbook of the International City Managers' Association*, their *Recent Council-Manager Developments* and *Directory of Council-Manager Cities*, municipal tax-rate and bonded debt studies in the *National Municipal Review*, and the annual yearbooks and proceedings, together with the periodic newsletters, of the various national organizations in the field of public administration.

Then there are the technical publications of such groups as: the American Society for Testing Materials, with its triennial standards and yearly tentative

standards, constantly used by our water works, building, highways, and purchasing departments; and the National Fire Protection Association and National Board of Fire Underwriters, with such publications as the *1937 National Electric Code*. Here also should be mentioned the *Proceedings of the First International Conference on Soil Mechanics and Foundation Engineering*.

It would naturally be impossible to mention here pertinent recent literature on all the problems confronting our local city government. Hence this discussion will be limited to a few typical samples.

Thus, during the past year, much thought and study have been devoted to the problem of crime and its prevention, especially juvenile delinquency. In this connection *Uniform Crime Reports of the F. B. I.* have furnished statistical data. *New Light on Delinquency and Its Treatment*, by Healy and Bronner, *Social Treatment in Probation and Delinquency*, by Young, *Social Determinants in Juvenile Delinquency*, by Sullenger, and *Preventing Crime*, by Glueck, have been much used, in addition to publications dealing with the work of coordinating councils, and with the crime prevention activities of various police departments.

Likewise, relief and unemployment have continued to be problems of insistent concern. Two local publications in this field should be noted: *The Relief Program in Hamilton County, Ohio, 1937*, by the Cincinnati Bureau of Governmental Research; and *Cincinnati's 4-Point Employment Program*, by the Cincinnati Employment Center.

In the realm of housing, attention should be called to James Ford's *Slums and Housing*, and the housing studies made in specific cities by local planning and housing bodies. New York City's new building code has been of much interest.

In accounting and finance: *Standard*

Practice in Municipal Accounting, by the Municipal Finance Officers' Association; *Gross Debt in Dayton*, by the Dayton Research Association; *Reorganization of Boston's Fiscal Agencies into a Unified Finance Department*, by the Boston Municipal Research Bureau, and the like.

The concern with floods and flood control, which here happens to be closely connected with stream purification and sewage disposal, led to much use of such publications as *Surface Water Supply, Ohio River Basin*, U. S. Geological Survey; *Levees, Flood Walls, Ohio River Basin*, U. S. House Report; *History of the January 1937 Flood as It Affected the Cincinnati Street Railway Company*; and all of the specific studies and reports on these subjects.

Basic to planning in all municipal fields are the various population studies, such as *The Population of Hamilton County, Ohio*, in 1935 (A summary and interpretation of the Regional Census of Hamilton County); and *Syracuse Population, Characteristics and Trends*, by the Syracuse Housing Authority.

Among the various other municipal problems which have received much attention in the literature of the past year are those bearing upon: control and regulation of trailers, the cities' rôle in strikes, unionization of public employes, traffic engineering, personnel administration and training, storage of inflammable liquids, municipal pension systems, taxation, health, and recreation.

As the last item in this necessarily brief and eclectic outline, especial attention should be called to the comprehensive study of cities and urban living published in June 1937 by the Urbanism Committee of the National Resources Committee under the title *Our Cities: Their Rôle in the National Economy*. This remarkable survey and analysis is doubtless one of the foremost publica-

tions of the year in its field. — *Nellie Jane Rechenbach, Cincinnati Municipal Reference Bureau.*

The librarian of the bureau of public roads writes

Publications relating to highways and highway transportation are many and varied. In the field of highway research, the Highway Research Board, through its Proceedings, makes an outstanding contribution. Organized as a branch of the National Research Council, much of the technical work of the Board is done by committees of specialists and recognized authorities. The annual meetings are held in Washington, D. C., in November or December of each year.

The demand for a modern text-book of highway engineering covering advances in highway engineering practice has led to the issuance of a second edition of *Highway Design and Construction*, by Arthur G. Bruce, originally published in 1934. The chief changes are in amplification of the information regarding treatments of natural subgrade including soil stabilization, and the insertion of questions and problems. The science of soil mechanics is covered in a book on *Engineering Properties of Soil*, by Chester A. Hogentogler. These two books are perhaps the most comprehensive text-books on their respective subjects now available. Any review of the literature of soil mechanics, however, would be incomplete without mention of the *Proceedings of the International Conference on Soil Mechanics and Foundation Engineering*, held at Harvard University, and published in 1936 in three volumes. A book for field use, by H. Criswell, on *Highway Spirals, Banking and Vertical Curves* was published in England. The Ministry of Transport of Great Britain has issued a *Memorandum on the Lay-Out and Construction of Roads*.

An interesting new publication which

promises to be a useful contribution has been issued by the publishers of *Public Works* magazine, entitled *The Manual of Street and Highway Equipment and Materials*, 1937 edition. It is a combination text-book and catalog in which a description of equipment and materials is woven into a discussion of methods of construction.

There appears to be no recent book on the technique of tunneling. Archibald Black has written *The Story of Tunnels*. This is good reading for the engineer who has given but scant attention to tunnels. It pictures the difficulties of the work and is non-technical.

In the field of materials and specifications, George S. Brady has published a third edition of *Materials Handbook* intended as an encyclopedia for purchasing agents, engineers, executives and foremen. The American Association of State Highway Officials has issued a supplement to its *Standard Specifications for Highway Materials and Methods of Sampling and Testing*, giving new standards and revisions in existing standards adopted in 1937. The American Concrete Institute has had lithoprinted a *Progress Report of the Joint Committee on Standard Specifications for Concrete and Reinforced Concrete, January 1937*, submitting recommended practice and standard specifications. A meeting of the International Association for Testing Materials was held in London, April 19-24. Advance proofs of the papers are available.

The problem of the house trailer is discussed in a report prepared by the American Municipal Association in cooperation with the American Public Welfare Association, American Society of Planning Officials, National Association of Housing Officials, entitled *The House Trailer, Its Effect on State and Local Government*. The first edition, February 1937, was soon exhausted and a second edition was issued in May. It discusses

governmental regulation of the trailer, trailers as seasonal and as permanent dwellings, taxation, and trailer and trailer camp ordinances. Numerous books have appeared on the design of house trailers and on touring in trailers. One published by Irving White Lyon under the pseudonym, Freeman Marsh, entitled *Trailers*, includes discussion of trailer organizations, manufacturers, publications, laws and regulations, directories of trailer parks and camps, and National parks and available facilities.

Three recent publications relate to different phases of roadside development. The technical side is covered in the *Report of the Joint Committee on Roadside Development of the American Association of State Highway Officials and the Highway Research Board, 1936*, published by the Highway Research Board, June 1937; the legislative side is presented in *Planning Broadcasts*, a Bulletin of the American Planning and Civic Association; the popular side appears in the June issue of *The Roadside Bulletin* published by the National Roadside Council, which contains a pictorial story of the American highway and a discussion of highway zoning.

Two useful publications have appeared in the field of highway administration and finance. The International Chamber of Commerce, Paris, has published a brochure, *Highway Administration and Finance in Fifteen Countries*, with a preface by Dr. F. H. Fentener van Vlissingen, the reports being prepared (except those on the U. S. A. and China) by Louis Delanney. There is a separate report for each country, preceded in nearly every instance by a short introduction written by a national authority on highway finance. Edna Trull's *Borrowing for Highways* presents information, statistical and otherwise, on State highway mileages, revenues, expenditures and debt, including refunding of

highway obligations, and State servicing of local highway debt.

In reaching the end of a pioneer period in the improvement of our roads and with the extension of Federal aid to local roads, it has become necessary to obtain factual information as a basis for future planning. State-wide highway planning surveys are being made in nearly all of the States. These include a detailed inventory of roads and structures, a study of the character and flow of traffic, weight and commodity surveys, financial compilations, and studies of road use and road life. Possibly because conditions are changing and methods are in a state of development, no comprehensive books on highway planning or planning surveys have appeared. Probably the most helpful information is contained in three papers by H. S. Fairbank. One was read before the American Association of State Highway Officials and published in the January 1937 issue of *American Highways*; one was presented at the annual meeting of the American Society of Civil Engineers, and abstracted in the March 1937 issue of *Civil Engineering*; and the third is included in *Papers Presented at the Highway Conference. Held at the University of Colorado on January 14 and 15, 1937*. Publications useful in connection with the making of surveys are numerous. The reports of the State planning boards have sections relating to transportation, some of the Boards have issued separate publications on the subject. During the year the National Resources Committee has published *Our Cities, Their Role in the National Economy*, and *Technological Trends and National Policy*. There is a new Harvard City Planning Study by John Nolen and Henry V. Hubbard entitled *Parkways and Land Values*. C. A. and A. H. Rathkopf have published *The Law of Zoning and Planning*. An outstanding traffic survey report of the year is *Street Traffic*,



City of Detroit, published by the Michigan State Highway Department.

Publications on traffic regulation and safety are numerous and only a few can be mentioned. *The Manual on Uniform Traffic Control Devices for Streets and Highways*, approved as an American standard by the American Standards Association, November 7, 1935, and published by the American Association of State Highway Officials and the National Conference on Street and Highway Safety, was reprinted in September 1937. The U. S. Bureau of Public Roads published *Guides To Traffic Safety*, a report prepared by the Executive Committee of the National Conference on Street and Highway Safety, approved May 23-25, 1934, and revised by the Executive Committee, May 1937. It also published a *Bibliography on Highway Lighting*, compiled by Mildred A. Wilson. A *Bibliography on Driving Safety*, prepared under the direction of Dr. Harry R. De Silva, was published by the Harvard Bureau for Street Traffic Research. It includes various phases of the safety problem. *Engineering for Traffic Safety* was published by the National Safety Council. A great many publications have appeared which relate to the driver. Among these are *Safe Driving; Human Limitations in Automobile Driving*, by J. R. Hamilton and Louis L. Thurstone, and *A Teacher's Manual Designed for Use with "Man and the Motor Car,"* edited by H. J. Stack, for publication by the National Bureau of Casualty and Surety Underwriters. *Man and the Motor*, by A. W. Whitney, was published by the same organization in 1936 "in response to a demand from high schools for a textbook on the automobile and how to use it." The American Automobile Association has added to its Sportsmanlike Driving Series. The Keystone Automobile Club has published a *Highway Safety Textbook for High Schools*.

Outstanding among publications in the field of structural engineering are those of the International Association for Bridge and Structural Engineering published by the General Secretariat in Zurich. Nothing issued in 1937 has as yet been received by the writer, but the earlier *Publications*, with their papers in French, German and English, by eminent authorities in the several countries, and the *Preliminary Publication of the Second Congress*, published in 1936, are too important to overlook. A third edition of *Strength of Materials*, by Alfred P. Poorman, has been published, and a fourth revised edition of *Hool's Reinforced Concrete Construction, Vol. 1, Fundamental Principles*. Charles M. Spofford has written a book on the *Theory of Continuous Structures and Arches*; David A. Molitor has contributed a book on *Structural Engineering Problems, Dealing with Frames, Wind Bracing, Retaining Walls, Sheet Piling, and Wave Pressure on Breakwaters*. To meet the need for a book on the history of bridges, W. J. Watson has written *A Decade of Bridges, 1926-1936*; and in collaboration with S. R. Watson, another entitled *Bridges in History and Legend*. With further improvement in methods of welding, publications have become numerous. Among recent books may be mentioned: *Welding and Cutting Yearbook, 1936/37*, by Helsby and Hamann, published in London; *The Hobard Arc Welding Manual and Operator's Training Course*; *How to Weld 29 Metals*, by Charles H. Jennings; and the 4th edition of the *Procedure Handbook of Arc Welding Design and Practice*, published by the Lincoln Electric Company, the latest imprint of which contains the symbols adopted in May 1937 by the American Welding Society and published in the June, 1937 issue of the *Welding Journal*.—O. Louise Evans, Bureau of Public Roads, U. S. Department of Agriculture.

One Way of Making Bibliographies Alive

By Isabella M. Cooper, Bibliographer

WHAT is an "alive" bibliography? This question opens up unlimited fields of discussion. The answer, it would seem, lies in consideration of the purpose to be achieved by or the use to be made of any bibliographic undertaking. There is no need, in these columns, to dwell upon an enumeration of types of such compilations the study of which involves years of continuous experience in use to develop balanced appreciation of respective values and purposes. Suffice it to say that the painstaking, meticulous recording of physical and technical items of one compilation may be a valuable source of scholarly or commercial verification to the connoisseur or a meaningless, utterly dead list or volume to the uninitiated; while the fully annotated, readable set-up of another may prove to be a footless product to the specialist who knows his subject thoroughly and wishes only identification of specific leads to sources. Moreover, all too often annotations afford too little or no information.

Before going on to indicate ways of gaining aliveness, it is necessary to raise a word of caution against the all too prevalent cry of substance versus mechanics. In the eagerness to gather fruit, facts of the exact requirements of forced cultivation cannot be overlooked or the result will be a very poor, unsatisfactory, unreliable group of specimens. The machinery must be perfect in order that the service to consumer may be accurate and complete. Surely special librarians have suffered too many blows from boomerangs resulting from leads to material required by executives who demand substance instantly, to belittle in any way accurate and complete itemization of

seemingly tedious and unnecessary bibliographic or cataloguing description.

However, given a certain problem to consider for intelligent, popular presentation how may a way be developed and followed toward the consummation of an "alive" bibliography in a special field? The purpose may be fourfold: To educate those who know little or nothing of the subject; to incite further specialized interest and research among students, young or advanced; to create and promote general popular interest in historical, economic, technical, commercial phases of said subject; to encourage the intelligent workers themselves toward a realization of the wide importance of and diversified interests connected with their special job.

The first, primal, basic requirement is a survey of the entire subject in order to gain a properly balanced knowledge of values leading to a classified plan of selection procedure. This should be a careful survey of existing material available rather than an exhaustive study of the subject itself. The intelligent, well-informed bibliographer, librarian or other educational collector and dispenser of printed information develops his arsenal as he proceeds so that he becomes thoroughly appreciative of the needs of the specialists with whom he cooperates to make a valuable tool.

Now then, having made the survey of materials, shall we proceed to a mechanical distribution of catalogued items under subdivisions of the great subject and leave the users of the compilation to take a chance on titles which seem to be pertinent to the information each is anxious to procure? Surely this would produce little better results than the suggestion to a

business or professional man that he select his items from the card catalogue of a library, under subject headings; which request usually brings upon the inquirer a violent form of apoplexy. Shall we then add a tantalizing line of words which only incites suicidal despair because it really tells no secrets concerning the item listed? In connection with this last, it might be here stated that the present writer when about to embark upon a long bibliographic undertaking announced that annotations from library bulletins would not be quoted because they were, in the main, useless so far as giving information of book content was concerned; the books themselves must be seen and adequately annotated.

What does adequately, here, mean? It means putting oneself in the place of the prospective user of the bibliography and comprehending what he wishes to know, not what the annotator sees fit to let him know because of lack of imagination, vital interest or printing funds. This does not mean writing an essay or being verbose; it means clear, strenuous thinking with definite, objective service in mind. In the case of the kind of bibliography we have set out to compile it also means a flair for exciting interest in a way that will lead some to new fields and others to an enlargement of their specialization; at the same time meeting the approval of those already fully informed. Also from the point of view of the reference librarian, the research worker or the student, the annotations must prove the value of the whole as a tool in facilitating rapid service to inquirers with varying needs. What hours of futile expenditure of physical and mental energy would librarians be saved and what wear on nerves of waiting clients if annotations, when used, were adequately serviceable in eliminating material non-pertinent to the immediate call.

To return to our historical beginning.

When the true bibliographer is delving into his subject he is constantly thrilled by discoveries of origins. "Is it indeed possible that this art was practiced at so early a date, almost prehistoric? But of course, conditions were thus and so and as a consequence the people would be performing these functions." As the survey research continues one may be carried into many lands and observe many customs, great names of epochs may be connected with the development of the trade, industry, science, art. We must put this spirit of discovery and adventure into the brief descriptions which at the same moment must be meticulously accurate in statement and reference value. It is impossible to make a reference item analysis of books and documents in the limited space of a note but it is possible to indicate sections, divisions, groupings dealing with various phases of the subjects treated, thus making the quest alluring rather than leaving the searcher after possibilities, groping up a blind alley.

This spirit of adventure in fresh fields coupled with deep interest in exact information will carry over into the scientific, technical, educative, social aspects of a subject. These groupings, of necessity, will be made according to the natural trends and developments of the whole picture to be presented according to the needs and interests of the industrial, social, economic, governmental, educational or other group for whom the tool is being prepared. It is amazing to find oneself becoming almost a pure scientist, almost an engineer, almost an artist, almost a head-hunter, almost a prehistoric age or monster, almost a statistician, almost President while trying to comprehend enough of a subject to be able to lead the users of the research or reference bibliography to vital, absorbing, authentic sources. Above all it must be authentic within the compass of

the problem as intended to be worked out. This does not always or even often mean original research; but in so far as the authorities listed are concerned and statements therein there must be no doubt of authenticity.

The bibliographer who wishes his tool to be "alive" cannot be a dead one himself. It is moreover necessary that he be an interpretative medium translating the material which he has brought together into a vitally important source of interest, refreshment, satisfactory verification or detailed research.

Again and lastly, the vast variety of bibliographic possibilities in manner,

form, purpose and use makes any brief word seem quite beside the point and somewhat futile; but it is hoped that the text assigned has been adhered to and that it has been definitely established that to make any type of bibliography alive, the bibliographer himself must live his subject and delight in making it real to those who desire to profit by his labours.

It is not easy, the way of the annotator is hard, let him who is without slips throw the first stone; but also let him return to his own bibliography as a harried reference librarian and thus discover his deeds left undone, there will be no health in him.

Events and Publications

Contributions from Margaret R. Bonnell

The Telford Classification Manual prepared by Fred Telford, 4728 Fourteenth Street, N. W., Washington, D. C. (price \$10 postpaid) describes in detail procedures for making and using an occupational classification of positions in a public or commercial organization. While there is a great deal in personnel literature about classification principles, objectives and results, very little is available in print on actual procedures in occupational classification work.

Mechanical Cotton Picker is the title of a recent publication of the Works Progress Administration in its "Studies of Changing Techniques and Employment in Agriculture." The section on mechanical cotton harvesting discusses the stripper-type cotton harvester, the Rust-type mechanical picker, then costs, losses, and other factors. The probable effects of a successful picker on labor, size of farms, etc., are the subject of the second part of the monograph, and a selected list of references in appended.

The Bureau of Agricultural Economics of the Department of Agriculture has issued a 1937 classified list of *Economic Reports and Services* of the Bureau.

The releases which have been issued from time to time on *Consumer Use of Selected Goods and Services, by Income Classes*, for 32 cities, are now available in two volumes (Market Research series No. 5-11 and 5-12 of the U. S. Bureau of Foreign and Domestic Commerce). Price 25 cents each.

Portland Cement Association, 33 West Grand

Avenue, Chicago, publishes *Cement and Concrete*, a reference book for the layman. 32 pages, available on request.

An important new book has just been published by D. Van Nostrand Co. — *The Science of Seeing* by Matthew Luckiesh and F. K. Moss, authorities on illumination research. The treatment of the subject is concerned chiefly with new concepts and knowledge of seeing and with controllable factors which can contribute toward quick, certain and easy seeing. This approach should be of interest to anyone concerned with vision, with any aid to seeing or any activity involving seeing in relation to human efficiency and welfare.

The National Bureau of Standards, in Washington, has issued Letter Circular 501 in response to inquiries about sources of information on rubber production, manufacture and properties. It does not attempt to be an exhaustive list but rather to point out books, periodicals and other publications which are likely to be accessible and useful to American readers. Only casual reference is made to patent literature since patents are seldom useful as sources of general information. The list is entitled *A Guide to the Literature of Rubber* and includes a partial list of firms in the United States which issue publications relating to rubber.

Discrimination Against Older Workers in Massachusetts, an address by R. F. Phelps, Director of Statistics, Massachusetts Department of Labor and Industries (whose investigations were the chief source of statistical data used in the article

on the subject published in the June *Monthly Labor Review* of the U. S. Department of Labor) is available in mimeographed form. More complete reports will appear as part of the Annual Report of the Massachusetts Labor and Industries Department for 1936.

Copies of the Massachusetts Act prohibiting discrimination against persons in employment on account of their age, the first Act of its kind passed by any state in the United States, are also available on request.

Motor Truck Facts, 1937 edition, published by the Automobile Manufacturers Association, 366 Madison Avenue, New York City, gives besides the usual statistical information on motor truck transportation over a period of years, such data as State limitations on sizes and weights of trucks, amounts of special taxes for trucks, summary of state laws and regulations of hours of service of motor truck drivers, big truck fleets owned largely by private shippers, number and population of communities dependent solely on motor trucks, by states, and a list of motor truck transportation publications, including truck association magazines.

Cash Security Deposits of Salesmen and Collectors is the title of a recent report by the Policyholders Service Bureau of the Metropolitan Life Insurance Co., 1 Madison Avenue, New York City. The practices of fifty companies consulted are considered in detail for each industry represented.

Contributions from Maria C. Brace

An Index to Business Indices — D. H. Davenport and Frances V. Scott, Business Publications, Chicago, 1937.

"An Answer to Librarians' Prayers" would be a good sub-title to this book! For here is a comprehensive index to statistical series covering commodity prices, securities and general business conditions. It includes descriptions of *regularly* published series "which the authors consider to have sufficient general significance for the analysis of current business conditions." "It does not include series which are compiled on an annual basis only, those which are not kept up to date, or those which are not available to the public. Regional measures have been included only when they are compiled as sub-groups of a national total."

The material is well organized and the coding is simple and logical. Definite and detailed instructions (by concrete example) are given for the use of the finding index. "Department stores

— sales" and "Drug chain — sales" are entered thus under the heading "Production and Distribution" in the appropriate section of the book. The symbol for frequency and page entries follow the entry itself, including the name of the compiler, period covered (as well as frequency), publications in which the series appears, and its description.

It is easy to ascertain whether the series appears in one or more publications. In some cases, where the coverage of the series is not completely known, this fact is stated. If a more complete description of the series is available, reference to the primary source giving such a description is given. The use made of primary source material when published in secondary sources is stated. Limitations in secondary sources are analyzed.

The book consists of nearly two hundred pages, including a few blank forms at the end of each section upon which additional entries may be made.

Contributions from Eleanor S. Cavanaugh

Social Security in America — the factual background of the Social Security Act as summarized from staff reports to the Committee on Economic Security. Social Security Board, Washington, D. C. 75 cents.

Digest of State and Federal Labor Legislation — enacted September 1, 1936 to July 1, 1937. U. S. Department of Labor, Bulletin No. 15.

Business Migration and Taxation — Tax Policy for October. Tax Policy League, 309 E. 34th Street, New York. 50 cents. Anyone interested in current agitation concerning effect of taxes on location of industries will find this study valuable. Gives important findings of Wisconsin and New York Survey. Tables, by states, showing principal taxes upon business enterprises.

Retailers Manual of Taxes and Regulations — Published by Institute of Distribution, Inc., 570 Seventh Avenue, New York. \$5.00. Shows status of states in regard to chain store and sales taxes, trade practice regulations, business and occupational restrictions, wage and labor restrictions.

Index to Business Indices — Donald H. Davenport and Frances V. Scott. Published by Business Publications, Inc., Chicago. \$2.25. A guide to the most important index numbers and other statistical indices that reflect business conditions in U. S. Arranged in two parts — Part I: a finding index arranged by alphabetical subject; and Part II: various index numbers and indices classified and described. Very valuable to all libraries using index numbers. Gives compiler, frequency, period covered, descriptions.

Handicaps in Effective Use of Public Documents

By Jerome K. Wilcox, Assistant Librarian

University of California, Berkeley, Calif.

SPECIAL libraries probably more than any other group in the profession feel keenly the need for simplification of methods and for close contact with their subject fields. Keeping up-to-date in most of the many fields in which special libraries are well established necessitates an unlimited use and knowledge of public documents: federal, state, foreign, and municipal. However, public documents are getting more out of control than any other field of publications. Why?

First, the use of near print processes (mimeograph, multigraph, rotograph, multilithograph) in making public documents available to the public is ever increasing. The growth of this form of issuing public documents since 1920 alone is amazing. At first it was used mainly to make ephemeral or preliminary materials available as soon as possible. At the present time, however, some of the final editions of the most important public documents are issued in this form only. Near print material can no longer be regarded as of temporary value, but must be permanently preserved along with the printed. As a matter of fact, in many cases, it is impossible to determine whether much of the near-print statistical reporting is in its final form, not even after repeated inquiries directed to the issuing agency.

Along with the rapid increase of documents issued in near-print form, has come a breakdown of complete public document listing and indexing. The *Monthly Catalogue of United States Public Documents* has attempted to list all processed documents since January 1936, but has not been able to do so largely due to the failure of the federal agencies to systematically

send to the Superintendent of Documents' Office one copy of every document issued by them irrespective of whether it be printed or processed. Regional or state offices which have been set up for so many of the federal government agencies often have their publications printed elsewhere than at the Government Printing Office or have them processed, hence they are not listed in the *Monthly Catalogue*.

The *Monthly List of State Publications* issued by the Division of Documents of the Library of Congress is at the present time not more than 70 per cent inclusive of the state documents actually issued. Of course this is not a check-list in the strict sense, but an accession list of only those documents received by the Library of Congress. I have been making a study of new state functions and sources of information concerning them for the Committee on Public Documents of the American Library Association. For the fifteen functions covered in this study, the following facts have been discovered. The publications of only two of these functions, the state ERA's and state planning boards, have been to any extent adequately listed or indexed. These are the only two functions which are systematically covered in the *Monthly List of State Publications*. Approximately 50 per cent of the publications of the state milk control boards and the state liquor control commissions are listed in the *Monthly List of State Publications*; however, the subject grouping of these two state functions at present in the annual index is milk and alcoholic beverages' regulations rather than milk control boards and liquor control agencies. Most of the monthly periodicals of the state employment services are not

listed or indexed anywhere to my knowledge. The publications of the state racing commissions which exist now in half of the states are also very poorly listed or indexed. Finally, the publications of the state N.Y.A., W.P.A. and National Emergency Council offices are almost forgotten except in the W.P.A. Library's *Weekly Accessions List*. These publications of the state offices of federal agencies are omitted in the *Monthly Catalogue of United States Public Documents* and also omitted in the *Monthly List of State Publications*, probably, in the latter case, because they are technically federal offices.

We hear rumors of the Library of Congress or some federal agency being asked to issue a monthly list of municipal publications. Should not there first be a complete listing or indexing of federal and state documents?

The Committee on Public Documents of the American Library Association is hoping for a solution of inadequate indexing of federal public documents in seeking to secure passage of House Bill H.R. 5471 introduced into the House on March 9, 1937, by the Honorable Ross A. Collins of Mississippi. Part of this bill will provide "That of all publications and maps printed or reproduced elsewhere than at the Government Printing Office the issuing agency shall not be precluded from furnishing the necessary documents for distribution to depository libraries under this section." The word "reproduced" is supposed to be interpreted as the processed documents, those which are mimeographed, multi-graphed, rotoprinted, etc. The Chairman of the Public Documents Committee has requested a definition of this word in the bill so that there will be no ambiguity as to its meaning. A rider to it which will make it necessary for all federal agencies to submit periodically lists of their publications to the Superintendent of Documents has also been suggested. The natural sequence in any case should be a practically complete

federal public documents listing in the *Monthly Catalogue*. In the case of the state public documents I can see no immediate solution unless we can get some organization in each state to issue a periodic list of its state documents of the excellence of the state lists of Minnesota and Wisconsin public documents issued by the Minnesota and Wisconsin Historical Societies respectively.

Libraries have tended for many years toward elaborate and detailed records. In the field of public documents have developed very elaborate checking records. In many cases, more records are found than documents. Fortunately special libraries, with the possible exception of a few larger ones, have not developed these detailed recording systems. Naturally enough where one or two persons have to manage the library as in the case of most special libraries, as many details as possible have to be eliminated.

Could a document collection be maintained without any records and, if so, how? Briefly, the arrangement of public documents might be either by subject or by issuing agency. If by subject, they might be placed on the shelves along with books or pamphlets or arranged in a vertical file. Here their identity as public documents can be completely forgotten and their subject content, only, considered. A subject arrangement will function better for separates than for public documents issued serially or periodically. For serials or periodicals an alphabetical arrangement by agency, and under agency by title is more satisfactory. Here again the publications may be placed in pamphlet boxes on shelves or in vertical files. The latter arrangement would quite adequately care for the press releases which are probably the most difficult of all public documents to handle.

Thus if public documents are systematically kept arranged by issuing agency, any separate checking record of the serial and periodical documents can be elimi-

nated. For example, take the *Security Act of 1934 Releases* of the U. S. Security and Exchange Commission. These releases are distributed daily to all those on the mailing list. As they arrive each morning arrange the releases numerically, then file them in numerical order in the pamphlet boxes on the shelves or in the vertical file. Lastly, note any missing issues in the file since last received and make out immediately a postcard claim for them. If for any reason a checking record is necessary, it might be placed on the outside of the pamphlet boxes containing the releases or in front of the vertical file containing them. With some

such simple arrangement as this, a complete series can be maintained without burdening the library with detailed records the permanent value of which to special libraries is doubtful. In fact, I am almost of the opinion that elaborate checking records for public documents are unnecessary in any library.

Let us tend toward simplification in library routine whenever we can do so without impairing the service of the library. The librarian's time should be given more and more to bringing the collection to the individual and less and less to the voluminous recording of material.

Contacts with Our Clientele

By Caroline W. Lutz, Librarian

Research Laboratories Division, General Motors Corporation, Detroit

LET us consider the clientele of the special librarian as those persons who come to her expecting to find data of a special nature, information in book form, periodicals, translations, reports, graphs, drawings, tables, charts, etc., which they themselves, their colleagues or their contemporaries may have been instrumental in creating.

In considering the subject, "Contact with Clientele," three questions arise. Who are my clientele and where are they to be found? What services can I offer them and how can they help me? If this service is appreciated, how can we further the cause of special libraries in our industry?

General Motors employs more than 240,000 people. Its products are manufactured and assembled in fourteen states and in seventeen countries abroad. Theoretically this is my clientage. There are thirty-four divisions in General Motors, among which we find six divisions manufacturing passenger cars. Air conditioning and lighting equipment and household

appliances are manufactured by two other divisions. One division and one affiliated company manufacture commercial vehicles and two divisions manufacture refrigerating equipment. The manufacture of Diesel engines and Diesel locomotives has been undertaken recently. Each manufacturing division employs its own engineering staff. In addition there are a number of centralized engineering organizations, such as the Research Laboratories Division and the Proving Ground. The engineers in the divisions are interested in current problems and problems of the near future. The Research Laboratories initiate projects of a broader nature, which are thought to have possibilities leading to the development of new industries.

Soon after the laboratories were incorporated as the General Motors Research Corporation in 1920, the nucleus of the library was formed and from its very inception the management has made it an essential part of the organization. The entire staff accepts it as a foregone conclusion. One would indeed have difficulty in

finding more sympathetic associates. A proof of one executive's interest, is shown by the fact that all the checks he receives for special publications are given to the library. This fund now amounts to approximately fifteen hundred dollars.

In 1925 it became apparent that the library, like the laboratories, could extend its services to the whole corporation and in 1927 a catalog of books was published and distributed. This catalog was followed by two supplements and more recently by the monthly list of new books. A list of periodicals, frequently revised, indicates the exact inclusions for our sets and is likewise distributed to the engineers in the laboratories and the divisions. There is no abstracting done by members of the library staff. We have complete sets of the major scientific and engineering abstract journals and subscribe to Engineering Index Service. In order to make these cards available to the maximum number of people the week's accumulation of cards is arranged, twelve to fourteen on a board, and reproduced by an offset printing process on a sheet $8\frac{1}{2}$ by 11. The sheets are collated and sent to strategic points in the divisions, with a request that the chief engineer, or the contact man, redistribute them to other men in their departments. In the laboratories, each man receiving the list checks the articles he would like to see and returns it to the library, whereupon, the librarian fulfills his request. Some of the men cut out and file the particular abstracts that they find of interest. This service brings us in close touch with the divisions and results in a large correspondence. From January 1st to May 15, 1937, we have letters requesting 272 literature references. If this number of requests are made by the divisions located outside of Detroit, you can imagine how frequently the library is used by the offices adjacent to it, the central office across the street, and the divisions located in other sections of the city.

Let us consider one or two typical "cases" and see how they are handled. The "contact man" writes a letter asking the librarian to send him the references listed. We find that we can send him one book and two magazines from our own collection, that the second book is in the public library and the third periodical is in the Engineering Societies Library, Library of Congress and Yale University. We call the public library, get permission to borrow the book, and send a messenger for it. A photostat copy of the article is ordered from Engineering Societies Library. We do not wait until this has been received, but send the books and magazines we have at hand, with a letter stating that the books and periodicals are due the date stamped in the back of the book, May 24th, for instance. If, however, they could be returned earlier, we should appreciate it, as our bound volumes are in frequent demand. The letter also explains that a photostat copy of the third article has been ordered from the Engineering Societies Library and will be sent as soon as possible. If the charge for the photostat is a nominal one, the laboratories absorb the cost. If, however, the request is for a photostatic copy of a lengthy article, our reply may be something like this: "We find upon investigation that the article requested is rather extensive, twenty-six pages long, and the cost of photostatic reproduction would be \$6.50. Would you not rather send for a copy of the periodical containing this article? It can be purchased for \$1.25. You can obtain it by writing to: The Association of Official Agricultural Chemists, Box 290, Pennsylvania Avenue Station, Washington, D. C." It is not always as simple as this for the periodical in question may be published abroad or may be otherwise difficult to obtain. In such a case the photostat is ordered.

In the next case a typical reference question is handled in a typical way. Request: "Some time ago, possibly ten or twelve

months, I read in one of the periodicals several articles comparing hydraulic circuits with electric circuits for the operation of machine tools. . . . May we have these articles?" Answer: "We are sending you photostatic copies of the articles listed below. In our search for these we came upon an article in the German magazine, *Maschinenbau* entitled, 'Hydraulische und Elektrische Antrieb' by O. Volk. This article discusses both types of drive comparatively, as to their value for machine tools. If you read German and are interested in seeing this article we shall be glad to send you a copy." The article was sent.

The library compiles bibliographies, makes searches and arranges for translations. All of these services bring us in close touch with our clients. The librarian who knows her clientele and the work it is doing, may perform another service that will be very useful and from which she will derive much satisfaction. If, when all other sources fail, she can send her client to some one who is carrying out an investigation in the same field, who has arrived at some solution of the problem and is willing to disclose his results, she has reached the ultimate in contacts. Of course, before she can send her client to this man, she should call him, state the problem as succinctly as possible, tell the engineer how she has tried to handle the question and failed, and ask him if he will talk to the man. I have had success with this method of approach and the client is usually well pleased with the results.

The library is responsible for the classifying, cataloging, filing, circulating and distributing of all technical reports prepared within the laboratories. In view of the fact that this information is confidential, it is very important that we know to whom each copy of the report is sent and that it reaches its destination without delay. We have attempted to make these reports as available and useful to the engineers as possible. In the first year that the

library had charge of this work, the circulation of reports increased four hundred per cent.

As a part of the student training program, conducted by the laboratories, the librarian briefly explains to the student the use of the catalog, the arrangement of books on the shelves, the circulation of books and periodicals and the use of the magazine indexes. This is one means of introducing to the younger men in General Motors the facilities available in the library and in the laboratories.

For those clients outside the "family" the service is similar to that within. Information, not confidential, is at their disposal. When a letter is received, we try to estimate what library facilities the writer has available. If the postmark is that of a large town or city, or a community near a large center, we may send a bibliography and ask the man to find his material there. If it indicates a small place we try to send books and magazines or perhaps photostats. Not long ago, a recalcitrant ex-employee found himself in jail. For a year we sent him all the books on automobiles and aeronautics that he had time to read.

I think I have told you enough about our services, now I am going to tell you about some of the people who make them possible. The first place goes to the public library. I should like to add Technology Division. We call upon them so continuously and find them always "ready, willing and able" to serve. Other departments, of course, do their share as efficiently, but our demands center in Technology.

We borrow books from the University of Michigan and Ohio State University. The Detroit Public Library, University of Michigan and Engineering Societies Library are our chief sources for photostats. We receive help from other industrial libraries and do not hesitate to call the librarians at the Ford Motor Company, Henry Ford Hospital, Detroit Edison,

Chrysler Corporation, *Detroit News*, Parke Davis, or any other place where we think the material may be found.

Inside the corporation it is the librarian's business to know something about the functioning of the Purchasing and Accounting departments, the Industrial Relations Department, the Department of Public Relations, and the Patent Department. She should know where to obtain information on standards set up by the corporation and on production and marketing statistics. It is also important that she keep in touch with company publications, such as those issued by the Customer Research Staff and especially such educational booklets as those written by the Technical Data Department.

There are plenty of opportunities in industry for the librarian, if she will come down to earth. Upon graduation, she will be expected to start at a salary equivalent to that of an efficient secretary, or student engineer. Her advancement will depend entirely upon her willingness and ability to serve. Behind the desire to serve there must be the details of cataloging, filing and searching that make service possible. Friendliness and tact will not come amiss.

As the librarian serves one group of patrons, so will the reputation of the library spread, that libraries will either become an essential part of organizations, or will fail. If we can teach the apprentices and student engineers, at the beginning of their careers, that the library can help them solve their problems, they will learn to depend upon the library and later on, when they have reached executive positions, they will support it, either in General Motors or in some other industry.

In all our library relationships a rich human element prevails. There is no sanctum sanctorum for the librarian. For al-

most fourteen years the librarian's desk has been the first to be encountered by the visitor. The telephone is answered from this desk. I think we have no rules that have not, or cannot be broken.

Librarians too often wear a top hat. There is a standard we set for ourselves that is above that demanded by industry. If I had all the training I could use in my job, I would be a mechanical engineer, a chemical engineer, a metallurgist, an electrical engineer, a physicist and a mathematician. I would be able to read German and French readily, and have a knowledge of Russian and Italian, not to mention Japanese. I would know how to build classification schedules as well as how to use them. I would know all sources of material and in reference work I would know related subjects, so that if I could not find my material in one place, I could find it in another. But on the other hand, if I knew all these things, I would have a hard time convincing anyone in industry that I was worth the salary I might with such training expect. Perhaps I would cease to be a librarian.

After having been in contact for such a long time with the work done in the laboratories, and with the enormous field of activities undertaken by the Corporation, I become more and more humble. I realize that it is next to impossible for any one person to know much of many things and that it is indeed difficult for him to know all about one thing. This is, however, the day of the specialist who devotes himself to one branch of knowledge. It is, therefore, the coöperative efforts of many people that make for progress today, and the special librarian has a very definite place in knowing, understanding, and correlating the workers, as well as the results of their labor.

The Development of the Municipal Reference Service in the Bureau of the Census

By Oliver C. Short

Executive Assistant to the Director, Bureau of the Census

THE establishment of some type of municipal information service has been advocated for many years because of the increased number of contacts cities have with the Federal Government, the increasing interrelations of local units of government, and the growing demands of municipal officials for additional comparative information on cities. Evidence shows that much sentiment has existed for such service to be rendered by the Bureau of the Census along with its other services to cities. As early as 1914, in addressing your Conference, the late John Cotton Dana stated that a central bureau of municipal information had long been thought and talked of . . . to which should be sent from all cities of this country, information concerning the activities of all other cities. He pointed out that the Bureau of the Census has been developing municipal information which covers a part of this field and he advocated the enlargement of the scope along similar lines to that now being attempted.

On September 30, 1936, the *New York Times* reported that the Works Progress Administration's Federal Writers' Project proposed to gather and index for the use of municipalities, general information pertaining to the operation of cities having a population exceeding 50,000. The U. S. Conference of Mayors was announced as the sponsor of the project. The announcement led many interested persons to query whether this work was not a duplication of a long established

function of the Bureau of the Census, provided for by law, as much of the material would deal extensively with such subjects as city finance and taxation, and whether the Census, a Federal agency, should not be the clearinghouse for statistical and financial information of this nature and that the results should be official and the records be the property of the Federal Government through the Bureau of the Census rather than that of a quasi-public organization.

During the first week of October 1936, several meetings were held in Washington, attended by representatives from the U. S. Conference of Mayors, the National Resources Committee, the Central Statistical Board, the Works Progress Administration and the Bureau of the Census. As a result, it was the consensus of opinion that the Federal Works Progress Administration should collect the material and that the Division of Financial Statistics of States and Cities of the Bureau of the Census should be made the repository and servicing agency with full coöperation of the Conference of Mayors and other interested agencies.

A committee was formed to draft the schedule to be used in collecting the material. Suggested lists of documents to be secured were prepared and submitted by the members of the committee and other interested agencies and persons. On October 14th, a final form of schedule was approved by the Director of the Bureau of the Census, subsequently approved by the Works Progress Ad-

ministration and cleared with all Federal agencies by the Coördinating Committee of the Central Statistical Board and the Works Progress Administration, to avoid duplication of collection.

The purpose of the project is to assist in the establishment of a national collection of documentary material, under the direction of the Bureau of the Census, concerning municipal governments in the United States.

The collection of material is confined to cities over 50,000 population and will be limited to such data as has been officially compiled as a matter of public record, copies of which may be obtained in printed, mimeographed, typed or similar form (including newspaper clippings), or copied without too great difficulty from the official records.

The material is being collected in duplicate. One set of documents will be permanently retained in the office of the Bureau for reference and research use of Government workers and other persons in Washington interested in this information and a duplicate set will be made available to cities upon request.

The subjects include data of a general nature, such as the city charter and code of ordinances; material pertaining to the administrative function of the city; the methods of holding elections; administrative personnel; pension system; purchasing methods; budget; general financial reports; data on taxes, including property valuation; public safety details, including police and fire regulations; building inspection; smoke control; public health and hospitals; highways and streets; sanitation; street lighting; city planning and zoning; housing; welfare and corrections; parks and recreation; education; public and privately owned utilities; airport management; cemeteries

and crematories; liquor control; special regulatory ordinances; courts; industrial regulations and special research studies.

The Works Progress Administration has been indefatigable in its efforts through the Washington and field staffs of the Federal Writers' Project, in undertaking the collection and checking of this material and it has been largely due to their work that we have been able to establish a Municipal Reference Service in the Bureau of the Census.

Partial or complete documentary material is now on hand for 113 cities and the Federal Writers' Project estimates that approximately sixty-five per cent of the anticipated material from the collection has been received. Doubtless many gaps will exist at the close of the Writers' Project; some cities will be only partly covered and others will be omitted entirely. It will be our task to fill these gaps and to follow up and along new channels not now evident.

Although the Municipal Reference Service is still in a formative stage and its collection is incomplete, adequate plans have been laid for its future development. There are only two persons on the immediate staff of the Service but it is fortunately situated in that it can draw on the personnel resources of the Division of Financial Statistics of States and Cities for research and assistance.

The Service has already rendered assistance to Federal, state and local officials. Information has been supplied concerning housing, purchase specifications, milk ordinances, public welfare administration, regulation of peddlers, and other subjects.

The Service is in its infancy. We feel that it is a rather husky infant and gives hopes of early development into a strong, useful and valuable adjunct to society.

In Memoriam — Margaret G. Smith

WITH the untimely death of Mrs. Margaret G. Smith, December 9th, 1937, the Special Libraries Association has lost a member distinguished for creative work and an intelligent, objective consideration of problems.

Mrs. Smith's active work with the Association has dated from the organization of the New Jersey Chapter, of which she was one of the most constructive members. Under her stimulating direction, the New Jersey training classes were organized, and her fine analysis of the introductory course, published as "Special Library Problems," is an important tool in any consideration of the educational possibilities for in-service workers. As national chairman of the Training and Recruiting Committee, she developed a constructive program to gather data and to establish contacts of value to the Association. Among her many activities for S. L. A. was her

membership in the first Technical Book Review Index Committee.

Mrs. Smith's training under Elwood McClelland in Pittsburgh, and her work with the U. S. Rubber Company in Passaic, gave her the foundation for an appreciation of special library problems that was enhanced by her educational background. She was a graduate of the Carnegie Institute of Technology and held a Master's Degree from the University of Pittsburgh. High school teaching experience had developed her ability for class administration. Her work as a chemist and her interest in research problems had increased her skill in dealing with Association problems. Her ability to recognize fundamentals and cut through confusion had earned her general respect.

Mrs. Smith is survived by her husband, Theodore R. Smith, of Blackwell's Mills, Belle Meade, New Jersey, and her father and sister.

Board Meeting Notes

THE forty-one reports presented at the Board meeting on November 20th, together with the new and old business on the agenda, gave the Board and Advisory Council a full day and showed progress along many lines. As always, the President's report indicates the extraordinary demands on our officers' time made by the Association's correspondence. It included the welcome news that he is planning to speak at meetings of the Illinois, Milwaukee and Michigan Chapters the last week of December. Another high spot was the Treasurer's report with its record that receipts for membership dues were approximately \$1,000 over anticipated revenues for the year, and that expenditures were well within budgeted appropriation. This gratifying fact may be balanced, however, by a note that \$592 in dues are still outstanding and that the Board found it necessary to appropriate \$124 more for necessary expenditures before December 31st, so that every effort must be made to bring in additional revenue. The reports of the *Technical Book Review Index* and *SPECIAL LIBRARIES* showed a sound condition.

Of the many excellent committee reports, some were of particular and immediate interest at this mid-season session. The Convention Committee reported that the tentative dates of June 7-10 for the 1938 convention were now permanent, and that the convention will be held at the William Penn Hotel in Pittsburgh then. Plans for the convention are still in embryo, but the chairman, Mrs. Jolan M. Fertig, said that she had written the officers, Committee and Group chairmen and Chapter presidents asking for an expression of their wishes in regard to the convention and would like to hear from each one, as well as from other interested members.

The Employment Committee reported progress and asked for an appropriation of \$150 to cover the purchase of some necessary filing equipment and to carry on an essential salary survey.

While the Nominating Committee had no report to make, the chairman, Mrs. Louise P. Dorn, urged the members of the Advisory Council to stress to other members of the Association that their expression of opinion on possible candidates

for the officers and directors of the Association was much needed.

To vary its reports of progress, the Publications Committee was able to state that a revision of one publication, *Guides to Business Facts and Figures*, was actually in hand, insuring publication during 1937. Through the coöperation of the Financial Group and to facilitate distribution, steps were taken towards a transfer to the Association, of the Financial Group's excellent *The Bank Library*, a publication that has brought fine publicity to S. L. A. and illustrated the constructive developments possible for group activities.

The Training and Recruiting Committee reported on continuing activities and on a series of speaking engagements to colleges: an informal talk with students during the Purdue University Conference on "Women's Work and Opportunities," with Mrs. Keck as the speaker on special libraries; a talk at Smith College on November 9 to some 80 people by Miss Savord; an all-day session for individual conferences by Miss Garvin with interested students planned for Cornell, De-

cember 3d; a talk by Miss McLean to a similar group scheduled at Mt. Holyoke College for December 7th; a talk to be given by Miss Meixell at Wilson College, February 12th; tentative plans for a talk at Goucher College by Miss Rackstraw, and possible developments at Connecticut College and Skidmore College later on.

A broader publicity program for the Association as suggested by various officers and members was discussed and, since the work of these committees was particularly affected by any such program, the chairmen of the Membership, Training and Recruiting, Publications, and Employment Committees were asked to form a joint committee to consider this problem in detail and report to the Executive Board.

Among those committees that reported correspondence and consideration of problems but no specific progress as yet were the Finance, Methods, and Trade Association Committees.

All of the groups and chapters showed interesting progress, but at such an early date few completed plans could be discussed.

From the Editor's Point of View

"THE Editor would like to see it (Letters to the Editor) develop into a medium for exchange of comment on specific items, Association practices, news, or policies." This quotation comes from the annual report for 1936-37. The contributions in this issue give a fine illustration of the way the magazine might develop if all of us would join in constructive discussion of controversial items or keep the members informed of progress in interesting experiments.

Miss Bonnell, in her notes on the activities of the Employment Committee, shows how work is progressing there. Surely suggestions of possible develop-

ments for this Committee could be made in "Letters to the Editor." These might well lead to more consideration of a major problem, and a greater realization of how widespread coöperation could accelerate and strengthen the work of this Committee.

The perennial problem of an adequate definition of a special library is once more brought up for consideration. Does the definition given by Miss Rankin satisfy us? Is there a problem in terminology of which we are not entirely aware? Is our difficulty in securing an adequate course in professional techniques made more complex because we are using profes-

sional terms in a "special" rather than a "general" sense? Have we analyzed our day-by-day activities to see if we have not added many intensive developments to such an activity as "Cataloging," so that the connotations of that term for us are something entirely different from its meaning for library school faculties? These are problems that we need to ponder, and Miss Rankin's letter might well serve as the first topic for such meditation.

That *SPECIAL LIBRARIES* is the measuring stick by which Association progress

is determined may be questioned — but it is certain that a letter such as Miss Pruden's brings up for thoughtful consideration many features that affect our professional progress. The Annual Report of the Editor, as printed in the July-August issue of *SPECIAL LIBRARIES*, has decided bearing on the questions Miss Pruden raises. The magazine's development is a topic on which the readers must have views of varying intensity. May we count on some expressions of opinion on this subject which represents a major activity of the Association?

News Notes

Board Meeting Visitors. . . . The constructive support given S. L. A. activities was plainly indicated by the attendance at the Executive Board and Advisory Council meeting on Saturday, November 20th. The palm for out of town attendance went to Boston whose representatives were Howard L. Stebbins, director, and chairman of the Finance Committee; Florence W. Stiles, chairman of the Museum Group; Mary H. Welch, chairman of the Newspaper Group; and Elinor Gregory, president of the Boston Chapter. Pittsburgh came next with Mrs. Jolan M. Fertig, chairman of the Convention Committee; Edith Portman, president of the Pittsburgh Chapter; and Mrs. Julia L. Staniland, chairman of the University and College Departmental Librarians Group. Montreal, Hartford, and the Albany Capitol District tied for third place, with Montreal sending Mary Jane Henderson, director, and T. V. Mounteer, president of the Montreal Chapter; Hartford sending Leslie Reid French, president of the Connecticut Chapter, and Emily C. Coates, chairman of the Insurance Group; while the Albany Capitol District sent William F. Jacob, national president, and Harriet R. Peck, president of the Albany Capitol District. Other

members of the Board who travelled some distance were Mrs. Charlotte Noyes Taylor from Wilmington, and Mrs. Lucile L. Keck from Chicago.

Meetings Here and There. . . . Indianapolis had another informal dinner for members of S. L. A. on November 8th, when Mr. Harold Reineck, special agent in charge of the Federal Bureau of Criminal Investigation, spoke on the work of that Bureau with particular reference to files and filing. Charlotte Leiber of the Family Welfare Association Library presided at the meeting. . . . The Boston Chapter met in the Bureau of Foreign and Domestic Commerce in Boston, November 22d, where Mr. Harold P. Smith, district manager of the Bureau, gave an interesting talk. . . . The New York Chapter held a novel meeting November 19th at WNYC, the municipal broadcasting station, when Mr. William F. Jacob, the national president, Mr. Isaac Brimberg, engineer of WNYC, and Miss Margaret Kehl, of the Municipal Reference Library, talked on different aspects of radio.

Dr. Robert W. Kelso, director of the Institute of Public and Social Administration of the University of Michigan, gave an authoritative speech on housing at the December 1st meeting of the Mich-

igan Chapter. . . . The members of the Southern California Chapter heard Mr. H. A. Perryman, director of research of the Los Angeles Railway Corporation, speak on "The Value of Research in Transportation" in the library of the Los Angeles Railway Corporation on November 16th. . . . The Illinois Chapter devoted its November 2d meeting to a discussion of training for special librarians, which included a talk by Dr. Phineas L. Windsor, director of the University of Illinois, and brief talks on what training is desirable in six different fields by representative librarians.

The joint meeting of the Albany Capitol District Chapter and the Connecticut Chapter went off most successfully, with Miss Peck presiding. William F. Jacob as the first speaker, talked on the problems confronting the Association. Ruth Savord, as second speaker, dwelt on the necessity for further information on salaries. The meeting was distinctly profitable and shows the merit of joint chapter meetings. . . . The New York Library Club is forehanded in letting librarians know that a meeting is to be held February 15th in the American Telephone and Telegraph Company auditorium, 195 Broadway, New York, dealing with the development of films. Speakers will be Mr. John E. Abbott of the Museum of Modern Art Film Library, and Mr. Paul Rotha, the English producer, who will talk about documentary films.

Questionnaires. . . . Questionnaires are still in evidence. Pittsburgh sent one to its members so as to have complete knowledge of the special information resources of the libraries in the Chapter. . . . The New York Chapter had a questionnaire on types of meetings and training, asking these questions: Do you prefer speakers from within our Association or outside speakers? Do you prefer discussion of library techniques and

practices? Do you prefer to have dinner meetings held at organizations belonging to our Association, thereby giving you the opportunity to visit the library before the dinner meeting? What types of libraries would you like to visit? Do you have facilities in your organization to make it possible for a monthly dinner meeting to be held at your library? Would you attend a course in cataloging if it were given by the Chapter at a nominal charge? Would you use a chapter library such as I have outlined? Could you loan material to such a library?

Tentative questionnaires discussed at the Board meeting were proposed by the Training and Recruiting Committee and the Employment Committee, one a salary survey, and the other intended to secure information on the qualifications needed for specific types of libraries. Answers are still needed for the questionnaire sent out by the Employment Committee in the spring, and by the Training and Recruiting Committee last December. Questionnaires may seem a nuisance, but the information secured through such coöperation is of value to the Association and all its members.

Training Notes. . . . The Southern California Chapter has appointed a committee on education to study and define the educational needs of special librarians in that locality. . . . The New York Chapter, after considering the report of the Training and Recruiting Committee of the National Association, felt that a cataloging course was a demonstrated need for the New York Chapter. Adelaide C. Kight, of the Industrial Relations Counselors, Inc., will give such a course beginning January 14th for fifteen consecutive weeks.

Publicity of Different Kinds. . . . The Insurance and Financial Groups are leaders in securing publicity. The Financial Group got much attention through the recent exhibit at the American Bank-

ers Association convention. Five articles have been appearing in the *Eastern Underwriter* and the *National Underwriter* on insurance libraries. The July 30th issue of the *Eastern Underwriter* had an article on the activities of the Insurance Group and printed the photographs of the three officers. . . . The July 6th issue had an article on the Philadelphia Insurance Society written by Caroline I. Ferris, vice-chairman. . . . And the November 5th issue had another news item on librarians in an "Ask Me Another" rôle. . . . *Pacific Bindery Talk*, in its issue for October 1937, had an article, "Southern California Thru the Kaleidoscope of Its Special Libraries," by Harriet Febiger Marrack, of the Philosophy and Religion Department of the Los Angeles Public Library, that gave an excellent survey of the work of this Chapter. In *Mechanical Engineering* for November, Elsa von Hohenhoff's "Patent List" is mentioned as one of the more important "Special Indexes" which engineers should know.

The Montreal Chapter arranged a Classified Booth containing business and technical books and a Model Business Library at the first book fair ever held in Montreal. It was planned and executed under the chairmanship of Mrs. Sylvia Zackon. And, as a result of the publicity, two new members and two sales of S.L.A. publications by the end of the second day resulted.

News Notes. . . . At the 25th anniversary of the American Woman's Association, Florence Grant, librarian of Standard Brands, Inc., who with Miss Anne Morgan and Miss Thelia Newton Brown founded the A. W. A., talked on the developments which have taken place in the last decade. . . . Adelaide Hasse, of the Works Progress Administration, is president of the District of Columbia Library Association, and Elsie Rackstraw, of the Federal Reserve Board, is on

the Executive Board. . . . Mrs. Thekla Hodgson leaves the library of the Merrill-Palmer School, Detroit, December 1st to join the staff of the Social Sciences Department of the Detroit Public Library. . . . Miss Ethel Bixby, head of the Business and Municipal Department of the San Diego Library, is now Mrs. Harry Leech. . . . Mrs. Dorothy Howard Bowen has a daughter born August 25. . . . Mr. Phillips Temple, formerly in the Business & Economics Department of the Enoch Pratt Free Library, Baltimore, has been made librarian of the Riggs Memorial Library, Georgetown University, Washington, D. C. . . . Helen Steele is now librarian of the Patent Department, Aluminum Research Co. of America, New Kensington. . . . Miss Margaret O. Meier, formerly of the Rochester Public Library, has been made head of the Reference Department of the Duluth Public Library. . . . Jessie Callan Kenedy has accepted a position as cataloguer in the University of Pittsburgh Library.

Art Exhibit. . . . Friends of Ina Clement have been charmed with the exhibition of her water colors, held during December in the gallery of the Municipal Reference Library in New York. This revelation of a major interest was a surprise.

New Library Developments. . . . A library designed to be a "living memorial" to the late Henry Wright, New York architect and town planner, was dedicated September 22nd at the Federation Technical School, 116 East 16th Street. This collection of data suitable for housing and planning research has been assembled under the direction of the Housing Guild, which Mr. Wright helped to establish. It may be utilized now by students and others interested in housing and town planning. . . . A Bureau of Governmental Research has recently been established at the University of California at Los Angeles for the purpose

of making studies in the field of public administration. A specialized library of governmental documents and reports will provide the basic materials for the research program. Professor Frank M. Stewart, chairman of the Department of Political Science, will direct the activities, assisted by Miss Evelyn Huston, librarian.

Duplicate Exchange Activities. . . . The first duplicate exchange list has gone to local representatives of all the chapters. It consists of fourteen and a half pages containing some 500 different offerings and represents intensive work on the part of the Duplicate Exchange Committee chairman, Miss Beatrice M. Howell,

Insurance Institute of Montreal, 503 Coristine Building, Montreal. Members who want a chance to use this list should get in touch with their local representatives. What is even more important is the opportunity they are offered to subscribe to this and later monthly lists of duplicate exchange offerings at \$1.00 a year to take care of the operating expenses. Duplicates are useful for many people. Through the work of this committee, the members of the S. L. A. are offered an opportunity to avail themselves of much valuable material. The time element is of distinct importance, so that in this case the \$1.00 investment would be definitely worth while.

Letters to the Editor

Success Stories from Our Files

FOR a year Miss X had been seeking a special library position of the sort for which she was qualified. One of the openings for which she had been referred by Miss Houghton, of the New York State Employment Service, had provided an interesting job for about three months, but now that was at an end with the close of the educational year, as she had known it would be when she took it.

One day at noon the ringing of her telephone proved to be Miss Houghton who, at a quarter of twelve, had been asked by a member of the New York Chapter to find her a qualified cataloging person. This librarian had just been informed by her superior officer that her oft-repeated requests for such an assistant had been granted, and she lost no time in asking Miss Houghton's help. At one-thirty Miss X was interviewing the head librarian, and at four-thirty a telephone message offered her the position.

A candidate who had been recommended for another position wrote to the Employment Chairman:

Your letter concerning the opening for an assistant librarian with the _____ Co. was waiting for me when I returned from my vacation.

I mentioned the existence of the vacancy to my immediate superior and feel that it may be instrumental in obtaining my long-looked-for raise. In that case, connection with Special Libraries Association feeds the flesh as well as the spirit. I do want you to know that I appreciate your notifying me of this vacancy. It makes me feel

that Special Libraries does even more than we have a right to expect for its members.

MARGARET R. BONNELL, *Chairman,*
Employment Committee.

Finally—A Definition of Special Library

DURING twenty-eight years that the Special Libraries Association has been in existence, no one has defined the term "special library" so that it was generally acceptable. If you read through all the volumes of SPECIAL LIBRARIES you find the term commonly used but comparatively few attempts at a definition and none of them ever adopted as satisfactory.

This was the situation which faced three special librarians in New York who were invited to serve as advisers for the projected "Glossary of Library Terms" being compiled by the Committee on Library Terminology of the A. L. A.

This A. L. A. Committee has been at work for several years, collecting from library literature the terms used in our professional work and where possible securing definitions thereof. The Committee will determine the terms and definitions to be selected for inclusion in the Glossary. Librarians in all fields have been asked to advise with the Committee of which Georgia H. Faison of University of North Carolina Library is chairman.

The readers for the Committee produced a list of 59 terms which were considered as distinctive to special library usage. The special librarians were asked to check the list, and evaluate definitions, and suggest other terms. A group of twelve in New York representing all types of special li-

braries consulted together and drew up a new and more complete list of special library terms. Of the original list submitted by the A. L. A. Committee only seven terms were retained, and the entire list of terms and definitions as finally recommended numbers sixty.

This represents a most careful selection of terms. Perhaps the most constructive part of the undertaking is a definition of Special Library.

The credit for this definition is due primarily to Linda H. Morley, who gathered all attempts at a definition together and, with the best from each, made a composite which has been mulled over and reconstructed often by many interested librarians. The result is as follows:

A special library is a service organized to make available all experience and knowledge that will further the activities and common objectives of an organization or other restricted group, with a staff having adequate knowledge in the field of specialization and of the activities of the clientele, as well as professional preparation. Its function is (1) to assemble information from published sources both within and without the library, (2) to secure information directly by correspondence and interview from individuals and organizations specializing in particular fields, and (3) to present this information at the appropriate time and place on the initiative of the library as well as upon request, that it may take an effective part in the work of the organization or group served.

Policies, methods, and collections vary, on the one hand according to the library's subject interests: economics or business, social sciences, science and technology, or the fine arts; and, on the other hand, according to type of organization of which the library is a part: a corporation, association, or institution, government office or a general library having definitely decentralized departments.

It would be constructive to have criticisms from the entire membership of S. L. A. on the definition. Is it satisfactory to you? If not, give the Editor of *SPECIAL LIBRARIES* the benefit of your ideas, and reword it to suit yourself.

REBECCA B. RANKIN, *Librarian*,
New York Municipal Reference Library.

Are We Satisfied with Special Libraries?

MAY I make a suggestion in regard to *SPECIAL LIBRARIES*? I have been looking over the back issues and the index for several years. I have checked the author index and the

subject index, and I have found two things. First, that the articles in our journal are written year after year by the same people. Second, that the subjects from year to year are the same. Third, the type of article as written follows one pattern.

It is without personal criticism that I suggest that the Association seriously consider the great possibilities of this journal. Every association of importance uses its journal as a document wherein it records the progress in its scientific field. Every association of importance holds its editorial doors open to any member in good standing with a worthwhile article and places particular stress upon novelty, interest and the contribution that it makes to its science.

We have had many valuable articles that have helped junior librarians, but junior librarians grow up and then want graduate reports. I think that our journal fails to give the senior librarians what they need and to acquaint the executive, whose responsibility is the library, with the fact that the library association is progressive.

I would like to suggest the following measures to bring about a new type of *SPECIAL LIBRARIES*:

1. Elimination of business reports that have already been reported at conventions.
2. Elimination of personalities that at the present time touch upon but few of our members and are unknown to the majority of us.
3. That an editorial board be selected. One representative from each National Group, who will evaluate papers in his or her field.
4. That the journal shall be a place for debate of such subjects as, "Standardization of Librarians in the Library Profession"; "The Need for a Central Depository for Scientific Documents."

My ideas no doubt differ from those of the founders of *SPECIAL LIBRARIES*", but I think the time has come when we should cease to use the valuable space of such a journal for reporting the business details of our Association, and to use it to a better end, that of reporting the technique of our science, not only to librarians, but to an interested public.

SARAH BRADLEY PRUDEN, *Librarian*,
National Oil Products Company.

Publications of Special Interest

Baker, H. C. and Routzahn, M. S. *How to interpret social work*. Russell Sage Foundation, N. Y. 1937. 79 p. \$1.00.

Lessons on the use of constructive publicity in speaking or writing. Concrete and stimulating illustration of

methods by which the hopes embodied in various social activities may become a reality. Well annotated. Selective reading list included. Useful for anyone who is persuading people to action for unselfish aims.

Brunner, E. de S. and Lorge, Irving. *Rural*

trends in depression years. Columbia Univ. Press, N. Y. 1937. 433 p. \$3.25.

A survey of village-centered agricultural communities giving much statistical and factual data on sociological, educational and industrial aspects, showing how co-operation for mutual development from an economic angle, and for recreational purposes, has spread and enriched community life. The current nature of the data makes the study particularly useful.

Burgess, Gelett. *Look eleven years younger.* Simon & Schuster, N. Y. 1937. 233 p. \$1.96.

The unfortunate mannerisms and tricks of motion that may become an unconscious part of our actions are pointed out as unnecessary evidences of senility even in the young. The necessity for poise and interest in maintaining a fresh outlook is well developed. A new angle on a problem touching us all. Interesting and pertinent.

Carron, Stanley. *Progress and catastrophe.* Harper, N. Y. 1937. 264 p. \$2.75.

How the study of archaeology provides a basis for an understanding of present conditions and their relation to human progress is simply and effectively shown in this clear and engrossing picture of the two great catastrophes—the fall of the Minoan world and the fall of Rome.

Chalfant, A. B. *What's holding you back?* McGraw, N. Y. 1937. 252 p. \$2.50.

Another of the many books on self-analysis and stimulation that is rather more direct and practical than many. Its chief value is its sane treatment of many everyday problems of personal relations.

Clark, T. D. *History of Kentucky.* Prentice-Hall, N. Y. 1937. 702 p. \$5.00.

One of the factual businesslike state histories issued under the direction of Carl Wittke. Fairly well illustrated and gives many bibliographical references. Not colorful in style but tells a straightforward story.

Committee on Banking Studies. *Postal savings system of the U. S.* American Bankers Association, N. Y. 1937. unpagged.

An illuminating study of the growth of the Postal Savings System and the extent to which it competes with chartered banking institutions. Many statistical tables, charts, etc.

Corbett, P. E. *Settlement of Canadian-American disputes.* Yale Univ. Press, New Haven. 1937. 134 p. \$2.50.

One of the series of studies on Canadian-American relations, giving the history of the various disagreements as an illustration of the effective use of arbitration.

Dahl, Iroquois. *One thousand and one outdoor questions.* Funk & Wagnalls, N. Y. 1937. 406 p. \$2.00.

An entertaining and enlightening collection of notes on bird and animal life, fishing, and hunting based on the many questions on woodcraft coming to *Field and Stream*. Arranged alphabetically and includes index.

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Dickinson, A. D. *Best books of the decade.* H. W. Wilson, N. Y. 1937. 194 p. \$2.00.

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Digges, Jeremiah. *Cape Cod pilot.* Viking Press, N. Y. 1937. 403 p. \$2.00.

Another in the *American Guide* series giving the straight history and colorful anecdote of this section in most readable style. Fine photographic illustrations. Brief bibliography. A region unusually rich in folklore and atmosphere is described with enlivening detail.

Doubman, J. R. *Fundamentals of sales management.* Crofts, N. Y. 1937. 465 p. \$3.00.

An unusually well-organized and well-written text book covering the factors affecting the salesman and his management. Good chapter on applied research. The author shows wide familiarity with current developments. Excellent bibliography and many footnotes.

Dumond, D. L. *Roosevelt to Roosevelt.* Holt, N. Y. 1937. 585 p. \$3.75.

A comprehensive picture of the changes and events of the last thirty years interpreted from a liberal point of view. Relates trends in literature to the history of the day. Includes comprehensive bibliography to supplement each chapter. A fair and balanced account of events.

Edstrom, David. *Testament of Caliban.* Funk & Wagnalls, N. Y. 1937. 340 p. \$3.00.

The fascinating record of a turbulent career in which a Swedish peasant came through an American boyhood and years of struggle, to international fame as a sculptor. Many interesting and famous characters are seen through his eyes. Art movements in many European countries are noted. Restraint and dissipation contend as dominating influences. A vigorous, enthusiastic story.

Federal Writers Project. *Massachusetts, a guide to its places and people.* Houghton Mifflin, Mass. 1937. 675 p. \$2.50.

Another invaluable description of the history, physical phases, flora, fauna, and literary output. Beautifully illustrated by photographs, well arranged and written by one who can understand the fine points of description. Many maps included. All in all, a tool of great value.

Fisher, M. T. K. *Serve it forth.* Harper, N. Y. 1937. 253 p. \$2.50.

One of the rare and delightful books on the fine art of eating in which historical and literary anecdote is interspersed with epicurean notes. Fascinating reading, stimulating in its suggestions for the development of latent powers of appreciation.

Gray, A. K. *Benjamin Franklin's library.* Macmillan, N. Y. 1937. 80 p. \$2.00.

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Greene, J. H. *Organized training in business.* Harper, N. Y. 1937. 350 p. \$4.00.

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Hillhouse, A. M. *Municipal bonds.* Prentice-Hall, N. Y. 1936. 579 p. \$5.00.

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A practical little book suggesting lines of business that may be started with a capital as low as \$15.00 or as high as \$2,500. Gives notes of outlay needed, methods to follow in keeping stock up-to-date and indicates revenue that may be expected.

Leeds, S. B. *Cards the Windsors hold.* Lipincott, N. Y. 1937. 221 p. \$2.00.

Rather fairer and more comprehending than much that has been written but losing weight through an exaggerated style. On the whole, however, tells a straight story and indicates the complications. Well illustrated from photographs.

Mack, R. P. *Controlling retailers.* Columbia Univ. Press, N. Y. 1936. 551 p. \$4.50.

A study of coöperation and control in the retail trade with special reference to the N.R.A. and giving an exhaustive and fully documented survey. The efforts of trade association activities, and consumer education movements are indicated and much consideration is given to the possibilities involved in legislation.

Miller, Spencer, Jr., ed. *What the International Labor Organization means to*

America. Columbia Univ. Press, N. Y. 1936. 108 p. \$1.50.

Papers describing the origin of the I.L.O. and the relation of its activities to employers and employees in this country as well as to the progress of international labor standards. The possibilities for statistical and research coöperation are brought out.

Millis, H. A. *Sickness and insurance.* Univ. of Chicago Press, 1937. 166 p. \$2.00.

A study of the sickness problem and health insurance, giving many statistics on wage loss through sickness, medical costs and physicians' and nurses' incomes, with careful references to special reports and other sources of information. Much attention is given to health insurance abroad as well as many references to special group movements here. On the whole, a comprehensive and clear picture.

Mitchell, W. C. *Backward art of spending money.* McGraw, N. Y. 1937. 421 p. \$3.00.

Essays by an outstanding economist on the social sciences in planning and research, on various theories of economics, and on economic trends. Written with beautiful clarity of style.

Morell, Peter. *Poisons, potions, profits.* Knight Publishers, Inc., N. Y. 1937. \$2.00.

A little brother to 100,000,000 Guinea Pigs, giving very little that is new but stressing more emphatically the deleterious psychological effects of broadcasting. Includes New York City Secret Black List of dangerous drugs and cosmetics.

Mohrhardt, F. E. *List of books for junior college libraries.* Am. Library Association, Chicago. 1937. 378 p. \$3.00.

A comprehensive list of periodicals, reference books and general texts arranged by subject. No annotations are given, but bibliographical information includes price and publisher. Includes list of publishers with addresses.

Morton, R. S. *Woman surgeon.* Stokes, N. Y. 1937. 399 p.

A fascinating life of a woman who as a surgeon, entered fully into many aspects of living. Written vividly. The colorful pattern of a life that mingled the background of a Southern belle with that of a medical student abroad and a physician in the war. An engrossing book.

Mowrer, L. T. *Journalist's wife.* Morrow, N. Y. 1937. 414 p. \$3.50.

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National Health Series. Funk & Wagnalls, N. Y. 1937. 20 v. 100 p. each. Per volume, 35¢.

A series of compact volumes on such a variety of health topics as adolescence, cancer, the care of the eyes, and others more general in application, etc. Readable and containing authoritative information. An excellent library on topics of universal importance.

Newhall, Beaumont. *Photography, 1839-1937*. Museum of Modern Art, N. Y. 1937. 225 p. 995 plates. \$3.00.

A fine account of the development of photography, supplemented by well-selected illustrations from an exhibition. Good selective list of books. A well-rounded record of an important development.

O'Dea, Mark. *Preface to advertising*. McGraw, N. Y. 1937. 216 p. \$2.00.

A collection of succinct pointed editorials in which essential features in advertising success are clearly presented. Vivid, and interesting both to the consumer and the producer.

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Oswald, J. C. *Printing in the Americas*. Gregg Pub. Co., N. Y. 1937. 600 p. \$7.50.

An ambitious attempt to record printing history in the several states, in Canada and South America. Chapters cover special printers and type and process changes. On the whole, fairly successful in its attempt at complete coverage and certainly an important tool for the study of the printing arts. Well indexed.

Parker, R. A. *Incredible Messiah*. Little, Brown, Boston. 1937. 323 p. \$2.50.

An engrossing study of the psychical phenomena represented by such characters as Father Divine, Fair, sympathetic, and appreciative of the factors involved, the author treats the fundamental phases in a scholarly and satisfying way. Bibliography included.

Post, Emily. *Etiquette—the blue book of social usage*. Funk & Wagnalls, N. Y. 1937. 877 p. \$4.00.

The unfailing guide to charm and good manners appears again, and with many additions to cover changing conditions. Common sense and social experience combine to produce an interesting as well as enlightening hand book for unusual, and everyday social problems.

Ripley, T. E. *Vermont boyhood*. Appleton, N. Y. 1937. 234 p. \$1.50.

A pleasant informal description of happy days in the full family life of a prosperous household soon after the Civil War. The details of small town life in those days are lovingly remembered and effectively described.

Rogers, Agnes. *Why not enjoy life?* Harper, N. Y. 1937. 255 p. \$1.75.

Not just another book on self-improvement, but constructive, practical and enlivening suggestions for living rather than existing. Stimulating for everyone and as enjoyable reading for those who have reached her conclusions separately, as it will be productive for those who can still take a word from the wise.

Russell, H. G. *Home portraiture with the miniature camera*. Greenberg, N. Y. n.d. 108 p. \$1.50.

Steps in amateur photography described and illustrated

by many well-selected subjects. No bibliography nor index.

Shoemaker, E. C. *Noah Webster, pioneer of learning*. Columbia Univ. Press, N. Y. 1936. 347 p. \$4.00.

The many contributions to American education in text books and constructive effort as well as in dictionary compiling are described in this fully documented work. An extensive bibliography is included. Well illustrated.

Strong, W. M. *How to travel without being rich*. Doubleday, N. Y. 1937. 110 p. \$1.50.

Possibly the most enticing, satisfying book available on how to get out of our ruts. All kinds of tips on short, long, cheap or expensive trips with notes on language and season problems. Long list of books on travel. One of the best investments for a small sum.

Sure, Barnett. *Little things in life*. Appleton, N. Y. 1937. 340 p. \$2.50.

A careful, rather technical discussion of the relation of vitamins and hormones to health, giving accounts of some deficiency diseases, the specific effects of the various vitamins, their place in diet and many illustrations of their actions. Many footnote references to other authorities. Includes glossary.

Thomson, J. J. *Recollections and reflections*. Macmillan, N. Y. 1937. 451 p. \$4.00.

The great scientist, discoverer of the electron, writes most informally of the development of the work in physics at Trinity College, Cambridge, and of the noted men who were attached to the college.

Thornborough, Laura. *Great Smoky Mountains*. Crowell, N. Y. 1937. 160 p. \$2.00.

The story of the fascinating mountain regions in eastern Tennessee and western North Carolina told with attention to the flowers and birds, as well as the history of the Indian and white settlements. Fine illustrations. Much detail on routes through the park and other useful data.

Thornton, Janet. *Social component in medical care*. Columbia Univ. Press, N. Y. 1937. 411 p. \$3.00.

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Tobitt, Janet and White, Alice. *Dramatized ballads.* Dutton, N. Y. 1937. 192 p. \$2.00.

A charming illustration of the effective use of varied dramatic material. The simple methods that may be followed are described clearly and many possibilities for further development indicated. Delightfully illustrated and compiled. A God-send for schools, camps, etc.

Walker, J. R. *Bank credit as money.* Harper, N. Y. 1937. 158 p. \$2.00.

An interesting explanation in simple language of the time element in loans as an inflationary factor. Good illustrations are used. The author is convinced of the soundness of his point of view and does not refer to other sources. Not indexed.

Watkins, M. W. *Oil stabilization or conservation.* Harper, N. Y. 1937. 269 p. \$3.50.

This study developed under the direction of Brookings Institution is an amply documented analysis of the possibilities of regulation in a basic industry. It considers the problems of conservation, the business structure, the regulation of marketing practices and labor administration and presents the problems in a clear and open manner.

Wheeler, F. C., ed. *Technique of marketing research.* McGraw-Hill, N. Y. 1937. 422 p. \$4.00.

A comprehensive and thorough discussion of the problems and procedure in connection with this study. Many illustrative forms given—analysis of campaigns and steps in their development included. Long bibliography included. A valuable aid in sampling collective opinions.

Wilgus, W. J. *Railway interrelations of the United States and Canada.* Yale Univ. Press, New Haven. 1937. 304 p. \$3.00.

An impressive analysis of the investment in and growth of the interwoven chain of railroads showing how a somewhat haphazard program has worked for the best international relations. The volume represents exhaustive research in an uncharted field. Many statistics, tables and maps included as well as comprehensive bibliography.

Woytinsky, W. S. *Labor supply in the United States.* Committee on Social Security, Washington. Dec. 1936. 129 p. \$1.50.

An analysis and rearrangement of occupational statistics provided in the 1930 census to meet the needs of the Social Security Act for much more intensive subdivision.

Wright, P. G. and Wright, E. Q. *Elizir Wright, the father of life insurance.* Univ. of Chicago Press. 1937. 380 p. \$3.00.

While there is much of interest in his activities as abolitionist, teacher and naturalist, the fascinating story of his work against corruption in life insurance companies and for sound financial methods is of acute contemporary interest and explains why some Massachusetts companies may be so proud of their record.

Writson, H. W. *Nature of a liberal college.* Lawrence College Press, Appleton, Wis. 1937. 177 p. \$1.75.

The vital factors in developing a broad educational background and an enlivening relation between and among students and faculty are indicated in this sane and invigorating discussion. The values of liberal interests in any walk of life are plainly indicated.

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